

PUBLIC UTILITIES COMMISSION  
505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



**2012 Summer Internship Program  
California Public Utilities Commission's Energy Division**

**Application Due Date:**

**Internship Applications will be reviewed starting March 15, 2012 for Summer 2012**

The California Public Utilities Commission's (CPUC) Energy Division is seeking qualified interns for the Summer of 2012. Interns must be currently registered college or graduate level students. The CPUC's internship program is supported by a grant from the US DOE and funds provided in the American Resource Recovery Act (ARRA).

**About the [CPUC](#)**

The CPUC regulates investor owned electric and natural gas utilities within the state of California, including Pacific Gas and Electric Company (PG&E), Southern California Edison (SCE), San Diego Gas and Electric Company (SDG&E), and Southern California Gas (SCG). Collectively, these utilities serve over two-thirds of total electricity demand and over three-quarters of natural gas demand throughout California. In addition to the four large utilities, the CPUC also regulates a number of small and multi-jurisdictional energy utilities. Through its oversight of these utilities, the CPUC has played a key role in making California a national and international leader on a number of energy-related initiatives designed to benefit consumers, protect the environment, and support California's economy in difficult times. The CPUC staff provides objective and expert analyses that promote reliable, safe, and environmentally sound energy services at lowest reasonable rates for the people of California. The achievements of the CPUC, and its focus in the coming year, are consistent with the Energy Action Plan (EAP) II, adopted by the CPUC and California Energy Commission in 2005, and updated in February 2008. The Energy Action Plan established a "loading order", or priority sequence for actions to address California's increasing energy needs. The EAP's loading order identifies energy efficiency and demand response as the State's preferred means of meeting growing energy needs, followed by renewable resources and distributed generation, and to the extent that these resources are inadequate, clean and efficient fossil-fired electric generation.

**About the [Energy Division](#)**

The CPUC's Energy Division develops and administers energy policy and program to serve the public interest, advise the Commission, and ensure compliance with the Commission decisions and statutory mandates. The Energy Division provides objective and expert analyses that promote reliable, safe and environmentally sound energy services at lowest reasonable rates for the people of California.

## Internship Work Areas

Interns may be assigned to a range of policy issues including climate change, electricity procurement and resource planning, resource adequacy, energy efficiency programs, demand response programs, renewable energy and distributed generation programs, and low-income energy assistance programs.

Examples of sample internships include:

- Provide support to technical staff in facilitating workshops, producing written and graphic materials and conducting quantitative analysis related to the energy sector in California.
- Provide administrative support in managing contracts or projects. Compile statistics from public filings. Aid in the development of reports, workshops, webpage content, fact sheets, brochures, or other written deliverables.
- Aid in the development, implementation, or oversight of various CPUC programs, including:
  - Energy efficiency program portfolio, the country's largest energy efficiency program
  - Demand Response
  - Smart grid
  - Energy storage
  - Renewables Portfolio Standard, the nation's most ambitious renewable energy program, with a statutory target of 33% by 2020
  - System-side renewable distributed generation programs, including the Renewable Auction Mechanism and the Renewable Feed-in Tariff
  - Combined heat and power programs
  - California Solar Initiative, the nation's largest solar rebate program for distributed, onsite solar generation, with a goal of getting 3,000 MW of new solar capacity by 2016
  - Customer generation programs
  - Infrastructure development, including interconnection processes
  - Provide support to Utilities Engineers in the electric grid planning and reliability section to prepare drawings, compile and report on power and energy engineering reference data, technical specifications and standards, compute or check power system analysis calculations or other power and energy engineering-related tasks

## **Key Background Resources to Learn More about the Work of the Energy Division**

- [CPUC's Energy Division Web Site](#)
- [CPUC Annual Report, Energy Division \(p.18+\)](#)
- [Energy Action Plan II](#)

## **Intern Requirements**

- Interns must be a registered student, either college-level or graduate-level
- Interns work full-time or part-time on-site at the CPUC Headquarters. Minimum of 10 hours per week
- Interns must work onsite at CPUC headquarters in San Francisco, CA.
- Candidates studying energy and environmental policy, public policy, economics, financial analysis, law, and/or engineering are preferred
- Candidates with specific knowledge in energy efficiency, demand response, renewable energy, solar energy, climate change or clean energy policies and programs are preferred
- Excellent analytical skills, both qualitative and quantitative
- Ability to work in fast-paced environment with other team members
- Excellent oral and written communication and interpersonal skills
- Requires minimal supervision and takes initiative
- High performer and outcome-oriented
- Flexibility

## **Internship Location**

These internship positions are located in San Francisco, California, at the CPUC's headquarters.

## **Hiring Process**

Applications will be reviewed starting **March 15, 2012** for the Summer 2012 internships.

Qualified applicants will be contacted for an interview, usually via email. Writing samples may be required. Applicants invited for an interview will be required to fill out a [Standard State of California job application](#) but applicants are not required to Submit a Std. Form 678 until requested.

## **Student Assistant Pay Range**

Student assistant pay ranges are dependent on level of education, see attached pay range descriptions.

## Application Information

Please email a copy of your resume and cover letter to the CPUC for consideration for a Summer 2012 internship.

Cover Letter Must include: (1) Your preferred internship dates (or state if you are flexible), (2) Your preferred Intern Work Areas, (3) Your qualifications for an internship, (4) your reasons for an interest in an internship at the CPUC, and (5) Your current school, area of study and expected graduation date.

### **Please email your application information to:**

California Public Utilities Commission

505 Van Ness Ave.

San Francisco, CA 94102

[energyintern@cpuc.ca.gov](mailto:energyintern@cpuc.ca.gov)

## Additional Information about full-time Jobs (not internships) at the CPUC

Information on full-time [CPUC job opportunities](#) is online. Employment opportunities may include positions for public policy, energy policy, engineers, financial examiners, attorneys, and administrative personnel. Information about jobs in the Energy Division can be found [here](#).

Follow these steps to apply for a job at the CPUC.

- **Identify the Position Type.** The most common position in the CPUC's [Energy Division](#) is the [Public Utilities Regulatory Analyst](#).
- **Apply to take a Civil Service Exam.** To apply for a full-time job, you must first apply to take the [Public Utilities Regulatory Analyst \(PURA\) examination](#) (or another exam for different classifications, e.g. financial examiner, engineers, etc.). The PURA examination is offered at 5 levels (I, II, III, IV, and V). Candidates should apply for as many examinations as possible to increase their options to apply for open job opportunities.
- **Receive Examination Results.** Once a candidate has taken a civil service exam, you will receive examination results and be ranked on an "eligibility" list.
- **Apply for Open Positions.** Candidates who are ranked can apply for currently open "[Job Opportunity Notices](#)" ("open positions") in the Energy Division. Usually the first three ranks can qualify for any open positions. Job Opportunity Notices are for specific job openings. Each notice will identify the specific work area for the job (e.g. California Solar Initiative team, or Renewables Portfolio Standard team, etc.).
- **About the CPUC.** The [California Public Utilities Commission](#) regulates privately owned telecommunications, electric, natural gas, water, railroad, rail transit, and passenger transportation companies. We are responsible for ensuring that customers have safe, reliable utility service at reasonable rates, protecting against fraud, and promoting the health of California's economy.

**The CPUC is an Equal Opportunity Employer**

# California Public Utilities Commission

## *Paid Internships*



### Internships at the CPUC

#### UNDERGRADUATE STUDENT ASSISTANT PAY RANGE

**Range A.** Enrollment as a student in a college or university with lower division undergraduate standing. (Lower division typically refers to freshmen or sophomores who have completed no more than 60 semester units acceptable toward graduation.)

**\$8.41-\$8.99/hour**

**Range B.** Enrollment as a student in a college or university with upper division undergraduate standing. (Upper division typically refers to juniors or seniors who have completed not less than 60 nor more than 120 semester units acceptable toward graduation.)

**\$8.99-\$9.66/hour**

**Range C.** Enrollment as a student in a college or university with upper division undergraduate standing (upper division typically refers to juniors or seniors who have completed not less than 60 nor more than 120 semester units acceptable toward graduation) and a minimum of 500 hours' work experience in a student program in the California state service. (The State College and University school systems are typically excluded from the California state service.)

**\$9.66-\$10.38/hour**

**Range D.** Evidence of successful completion of one year of upper division work in accounting, business administration, economics, or related fields including either: (1) at least 12 semester hours of courses related to fiscal management such as elementary and advanced accounting, auditing, cost accounting, or business law; or (2) at least 12 semester hours of courses related to management information systems or computer science, or evidence of successful completion or more than 120 semester units acceptable toward graduation and proof of application for enrollment in supplemental college course work, or a minimum of 1,000 hours of experience in a student program in the California state service. (The State College and University school systems are typically excluded from the California state service.)

**\$10.38-\$11.20/hour**

# California Public Utilities Commission

## *Paid Internships*



### Internships at the CPUC

#### GRADUATE STUDENT ASSISTANT PAY RANGE

**Range A.** Evidence of having been accepted for enrollment, or of acceptability for enrollment in a college or university as a graduate student. **\$10.38-\$11.20/hour**

**Range B.** Evidence of successful completion of one year of graduate work (24 semester units) or successful completion of one academic year (28 semester units) in a recognized law school. **\$11.20-\$12.09/hour**

**Range C.** Evidence of successful completion of two academic years of graduate work (48 semester units) or evidence of successful completion of one academic year of graduate work (24 semester units) and a minimum of 500 hours' work experience performing the duties of a Graduate Student Assistant in State service, (The State College and University school systems are typically excluded from State service.) or successful completion of the equivalent of two academic years (56 semester units) in a recognized law school. **\$11.62-\$12.65/hour**

**Range D.** Evidence of successful completion of three academic years of graduate work (72 semester units) or evidence of successful completion of two academic years of graduate work (48 semester units) and a minimum of 500 hours' work experience performing the duties of a Graduate Student Assistant in State service. (The State College and University school systems are typically excluded from State service.) **\$12.09-\$13.18/hour**

**Range E.** Evidence of successful completion of one year of graduate work (24 semester units) in education and two years of professional experience in the field of education.  
or evidence of successful completion of three academic years of graduate work (72 semester units) and a minimum of 500 hours' work experience performing the duties of a Graduate Student Assistant in State service. (The State College and University school systems are typically excluded from State service.)  
**\$12.65-\$13.77/hour**

**Range F.** Evidence of successful completion of two years of graduate work (48 semester units) in education and admission to a doctoral candidacy in education and two years of professional experience in the field of education. **\$13.18-\$14.33/hour**

**Range G.** Evidence of successful completion of all requirements, with the exception of dissertation, for the doctoral degree in education and two years of profession experience in the field of education **\$14.33 - \$15.72/hour**